

Ogdensburg Bridge & Port Authority, One Bridge Plaza, Ogdensburg, New York 13669
Request For Proposals – Licensed Real Estate Broker

Date: April 12, 2018

Description of Services

The Ogdensburg Bridge & Port Authority (Authority) is seeking a licensed real estate broker for the purpose of listing and marketing a vacant commercial lot that the Authority is considering making available for development through a sale or long-term lease.

Compensation

Compensation will be negotiated and will be based on the experience of the broker. Standard commission rates are generally 6% to 10% of an executed lease that is arranged by the broker. To ensure thorough marketing of the site, the Authority will require, at a minimum, that the property be listed on the St. Lawrence County and Jefferson County multiple listing services, and that compensation be shared as required by the arrangement of the multiple listing service.

Timeframe

It is projected that the timeframe of the agreement will be June 1, 2018 to March 31, 2019,0 and may be extended by the Authority.

Evaluation Criteria

The criteria to evaluate the successful respondent are summarized on the attached form. Please complete the form and submit it to the contact below prior to May 4 at 3 p.m.

John A. Rishe
Director of Commercial & Industrial Development
Ogdensburg Bridge & Port Authority
jrishe@ogdensport.com

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Due Date: May 4, 2018 @ 3 p.m.

RFP Proposal Form – Please submit this completed form.

1. Name – Please provide the name of your company, contact person and contact details here.

2. Cost – Please indicate the percentage you are proposing for a commission.

%

3. Experience – Please provide a brief statement regarding your experience with marketing and listing properties.

4. Marketing Plan – Please provide a brief statement of your marketing strategy for this property.

5. Multiple Listing – Please indicate where you intend to list this property and with which multiple listing service.

6. MWBE – Please indicate if you are a New York State certified Minority or Women-Owned Business Enterprise or plan to partner with a certified MWBE.

7. Additional Details – Please provide any additional information you deemed relevant to our evaluation and selection process.